

## 2009 Great Lakes Homeland Security Training Conference and Expo Frequently Asked Questions

### LOGISTICS

QUESTION: **What are the dates and location of the conference?**

ANSWER: May 5 (Tuesday) to May 7 (Thursday), 2009 in Grand Rapids, MI.

QUESTION: **Will the conference be held in the hotel(s) we stay in?**

ANSWER: No, the conference will be held at the DeVos Place, within walking distance of some hotels.

### REGISTRATION

QUESTION: **How do I register for the conference?**

ANSWER: The registration process is available online. You can access the online registration form at [http://www.michigan.gov/msp/0,1607,7-123-1593\\_3507\\_5914\\_46825-208055--,00.html](http://www.michigan.gov/msp/0,1607,7-123-1593_3507_5914_46825-208055--,00.html).

QUESTION: **Can someone else register for me?**

ANSWER: Yes, provided they have all of your information and workshop choices with your authorization to do so.

QUESTION: **What is the registration fee?**

ANSWER: The registration fee before Friday, April 10 at 5 p.m. is \$350.  
Late registration fee (after April 10 at 5 p.m.) is \$400.

QUESTION: **When is the last day to register?**

ANSWER: The last day to register is Friday, April 24.

QUESTION: **What should I do if I am unable to attend and I have already registered?**

ANSWER: Please send an e-mail to [EMHSD-Conference@michigan.gov](mailto:EMHSD-Conference@michigan.gov) with a brief explanation of why you can no longer attend. Full registration fee refunds will be issued for cancellations made by 5 p.m. Eastern Standard Time on Friday, April 10. No refunds will be issued after April 10. Substitutions are accepted before Friday, April 24. To register a substitute, please e-mail the substitute's name and information and the name of who they are replacing to: [EMHSD-Conference@michigan.gov](mailto:EMHSD-Conference@michigan.gov). You will be responsible for canceling your own hotel reservations.

QUESTION: **How do I pay for the conference registration?**

ANSWER: There are two payment options. You may pay using a credit card by completing the Credit Card Payment form as directed on the registration form or you will be invoiced. The invoices will be mailed after the conference; if you require a pre-conference invoice, please send your request to [EMHSD-Conference@michigan.gov](mailto:EMHSD-Conference@michigan.gov).

QUESTION: **When is onsite conference registration?**

ANSWER: 3:00 p.m. - 7:00 p.m. on Monday, May 4  
7:00 a.m. - 4:00 p.m. on Tuesday, May 5  
7:00 a.m. - 3:30 p.m. on Wednesday, May 6

QUESTION: **Will I receive a registration confirmation?**

ANSWER: Yes, you will receive an e-mail confirmation approximately two weeks prior to the conference. If you do not receive a confirmation by that time, please contact us at [EMHSD-Conference@michigan.gov](mailto:EMHSD-Conference@michigan.gov) to assure you are registered.

### CONFERENCE FORMAT

QUESTION: **What is the format of the conference?**

ANSWER: The conference consists of two half days, and one full day. The first and third day will include general session for all attendees. The second day, Wednesday, May 6, will include six hours of workshops.

QUESTION: **Am I required to attend every session?**  
ANSWER: We recommend that you attend each session in order to maximize your benefits for attending the conference.

### **EXHIBIT HALL**

QUESTION: **What are the Exhibit Hall hours?**  
ANSWER: 9:00 a.m. - 6:00 p.m. on Tuesday, May 5  
8:30 a.m. - 3:00 p.m. on Wednesday, May 6

QUESTION: **How much does it cost to view the exhibits?**  
ANSWER: If you are not attending the conference and would like to enter the Exhibit Hall, the cost is \$20.00 per person, which must be paid by check to "Michigan Chemistry Council". Cash and credit card will not be accepted.

QUESTION: **How do I register to be an exhibitor or sponsor?**  
ANSWER: Exhibitor and sponsor registration is available online at [www.michiganchemistry.com](http://www.michiganchemistry.com).

### **MEALS**

QUESTION: **Will meals be provided?**  
ANSWER: On Tuesday, May 5, lunch and dinner will be provided.  
On Wednesday, May 6, breakfast and lunch will be provided.  
On Thursday, May 7, breakfast will be provided.

NOTE: When registering for the conference, you need to sign-up for the evening meal on Tuesday, May 5. Dinner on Wednesday, May 6, is "on your own".

### **EXTRA ACTIVITIES AVAILABLE**

QUESTION: **Will speakers or activities outside of the conference be available?**  
ANSWER: On Wednesday, May 6, participants will have the opportunity to attend a Family Preparedness Night event sponsored by the Michigan Citizen Corps and West Michigan Whitecaps at the Fifth Third Ballpark in Grand Rapids, MI. Ticket cost is \$20 and is **not** included in the conference registration fee. The event ticket includes admission to the baseball game, all you can eat BBQ dinner, a Whitecaps exclusive souvenir, and admission to the Pepsi Stadium Club Area.

### **DRESS CODE**

QUESTION: **What is the appropriate attire for the conference?**  
ANSWER: Business casual attire. Please keep in mind that conference room temperature can vary, so take this into consideration.

### **CONFERENCE MATERIALS/HANDOUTS**

QUESTION: **Can I obtain a copy of the handouts ahead of time?**  
ANSWER: The handouts will be distributed at the conference.

QUESTION: **Will I need to bring any materials with me?**  
ANSWER: All relevant materials will be provided at the conference.

### **ADDITIONAL INFORMATION**

QUESTION: **Who can I contact for additional information?**  
ANSWER: Please e-mail registration inquiries to [EMHSD-Conference@michigan.gov](mailto:EMHSD-Conference@michigan.gov).